

## **MADERA COUNTY**

### **NUTRITIONAL SERVICES DIRECTOR**

#### **DEFINITION**

Under administrative direction, to manage, supervise, and coordinate the activities and operations of the WIC (Women, Infants, and Children) Division of the Public Health Department; to administer the County WIC program; to direct the program planning and evaluation activities for the nutrition components of the Maternal Child Health Program and variety of programs and services; and to provide nutrition consultation and education to providers, staff and program participants.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates the WIC Division functions and activities; serves as WIC Project Director administering the day-to-day activities of the WIC Program, including setting program goals, establishing procedures to meet program requirements, preparing and monitoring budget expenditures, managing the WIC contract, preparing periodic State reports, and maintaining communication with State funding agencies, local governing boards and Department administration; directs the nutrition program planning and evaluation activities of the Department; prepares annual nutrition services objectives and conducts internal audits for compliance; selects, directs, supervises, trains, and evaluates assigned personnel; conducts education and training programs for medical, nursing and nutrition staff; researches and prepares education materials for providers and program participants; consults with medical professionals in matters pertaining to nutrition; assesses the nutritional needs of patients, plans appropriate individualized nutrition therapy, and provides nutritional counseling to program participants; represents the Department at a variety of agency and community meetings; makes presentations and promotes the Department's services through the use of public media; participates in developing and coordinating activities with a variety of professional and community organizations in the promotion of nutritional health; may conduct food service and menu planning inspections of County detention facilities in conjunction with nursing and environmental health staff.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a nutritional services program.

Organization, content and goals of a public health program.

Nutrition and its relationship to health and disease.

Social, cultural, and economic problems of individuals and families as they apply to public health nutrition.

Educational principles and practices.

**Knowledge of:**

Principles of program planning and development including data collection, statistical interpretation of findings and recommendation of program format.

Methods, techniques and programs that can be effective in promoting nutritional health.

Community resources in public health nutrition.

Principles and practices of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to public health nutrition services.

Grant application and monitoring.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Manage, supervise, and coordinate nutritional services activities and operations.

Supervise, train, and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Direct the program planning and evaluation activities of the nutritional components of Maternal Child Health and other public health programs.

Provide education and consultation on nutrition to providers, staff, and program participants.

Prepare, maintain and present accurate records and reports.

Effectively represent assigned programs and operations of the WIC division to the public, community organizations, and other government agencies.

Remain current on developments in the field of nutrition.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of responsible experience as a Nutritionist including three years of supervisory experience.

**Madera County**  
**Nutritional Services Director (Continued)**

---

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in nutrition, dietetics, or a related field and completion of an approved dietetic internship.

**License or Certificate:**

Registration as a Dietitian with the American Dietetic Association.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to travel to different sites and locations.

**Effective Date:** May, 1995